

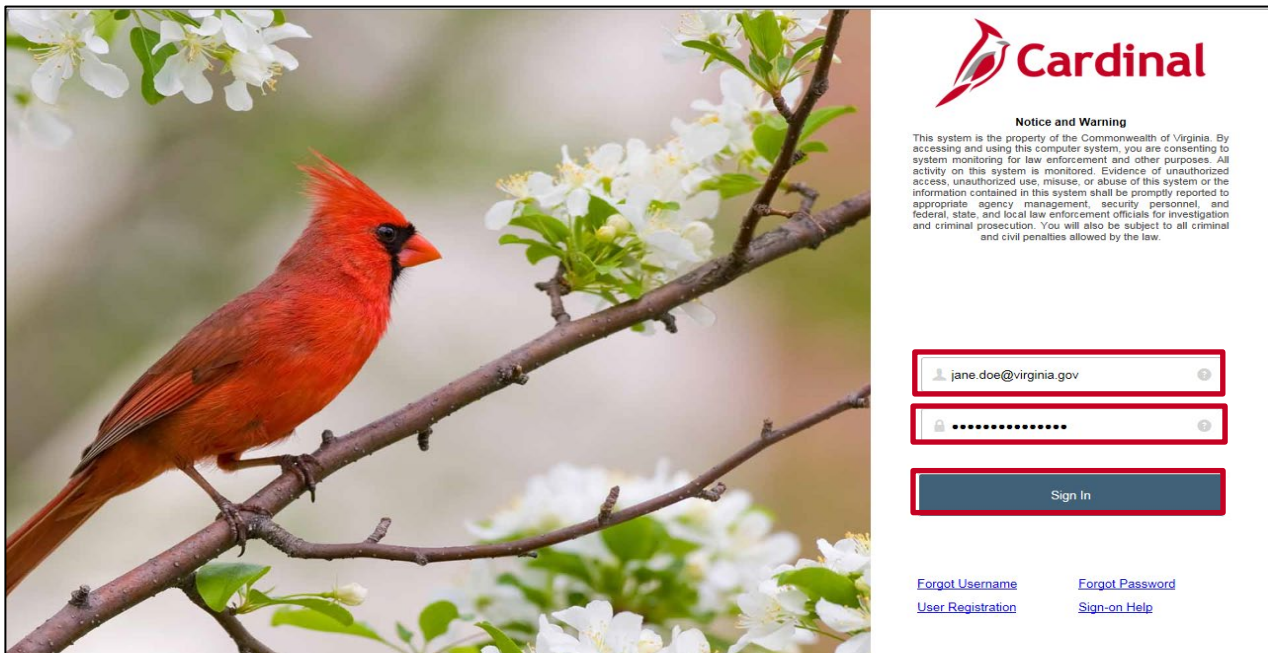
Quick Start Guide for the Cardinal Portal Overview – COV Users

This guide is intended for COV users who will access Cardinal from inside the Commonwealth of Virginia (COV) network. This guide takes you through the steps involved with accessing the **Cardinal Portal**.

We are recommending you utilize a current version of either the Chrome or Internet Explorer browser when accessing Cardinal. If issues are encountered with one of these browsers, try the other browser option. If you experience issues, please submit a Helpdesk ticket via email to VCCC@vita.virginia.gov and include the word **Cardinal** in the subject line of the email.

1. Start by entering the following URL in your computer browser: my.cardinal.virginia.gov.

Note: Bookmark this page in your internet browser.




The image is a composite. On the left, a vibrant red cardinal is perched on a dark brown branch, surrounded by white blossoms. On the right, the Cardinal Portal login page is displayed. It features the Cardinal logo at the top, followed by a 'Notice and Warning' section. Below this, there are two input fields: one for the username (pre-filled with 'jane.doe@virginia.gov') and one for the password (masked with dots). A 'Sign In' button is positioned below the password field. At the bottom, there are links for 'Forgot Username', 'Forgot Password', 'User Registration', and 'Sign-on Help'.

2. The **Cardinal Login** page displays. In the **Cardinal Username** field, enter your email address.
3. In the **Password** field, enter your network password.
4. Click the **Sign In** button.



Security and Access Job Aid

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 **Welcome!**

Your User ID is : QHP55895
[Home](#) | [Sign out](#)

Cardinal Applications
Finance (FIN)
Human Capital Management (HCM)

Cardinal Messages

Begin Date	Message
03/06/2019	Welcome to the new Cardinal Portal! The new portal solution will allow Non-COV users to gain access to Cardinal without the need for SWAP. We look forward to implementing the Cardinal Portal as a gateway to FIN and HCM very soon.
03/07/2019	The Cardinal website is available to you to search for support and reference materials. Navigate to http://www.cardinalproject.virginia.gov to access Cardinal information.

Support
Cardinal Website
VITA Customer Care Center
Manage Your Account
CAPP Manual

5. The **Cardinal Portal** displays. Congratulations! You have completed the login process to access the **Cardinal Portal**.

Click either the **Finance (FIN)** link to open Cardinal Financials or the **Human Capital Management (HCM)** link to open Cardinal Human Capital Management (VDOT only) under Cardinal Applications section.